

JAILER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses entrance level position in the operation of the city jail. Employees of this class maintain the safety and security of the jail facility and of any prisoners in the jail, attend to any medical needs of prisoners, and keep simple records of jail operations. The class of Jailer is non-supervisory in nature, although jailers may be required to give instructions to prisoners. Jailer is the only position in the jail operation and employees of this class report to and have work reviewed by the Police Captain in charge of jail personnel.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Assists in booking of prisoners by searching of prisoners, securing of personal property, taking fingerprints, photographing prisoner; and places prisoner in a jail cell.

Makes periodic inspections of the jail facility and equipment in order to maintain safety precautions; checks to make sure all prisoners are accounted for.

Maintains cleanliness in jail facility by supervising prisoners who perform maintenance duties.

Sees that prisoners receive proper meals by serving food to prisoners or supervising groups of inmates during serving of meals.

Provides medical aid to prisoners by administering medication, first aid, performing CPR; or notifying a physician when needed.

Supervises prisoners and monitors visitors and inspects packages to prevent smuggling of contraband, escape attempts, or any other prohibited activity.

Accompanies inmates from one facility to another and supervises prisoners assigned to work outside the jail facility.

Fills out records and reports such as prisoner cards, medical records, juvenile prisoner records, booking records, seized contraband records, booking and releasing of prisoners, bonds, arrested persons personal records, and records of visitors.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.

Must possess a valid driver's license.

Must be not less than twenty-one (21) years of age.

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